

Rule 5.7 School Change of Ownership; Addition or Change of Partners; Change of Location; Change of Business Name; Renovation of Existing School

No license is transferable from one owner to another or from one location to another.

No new license shall be issued until all fines previously assessed to the school have been paid in full.

A sixty (60) day grace period is allowed until a new license is issued.

A. Change of Ownership

1. Prior to selling or transferring the ownership of a school, the owner(s) must notify the Board, in writing, at least thirty (30) days in advance of the sale or transfer.
2. An application for Initial School Approval must be submitted to the Board by the prospective owner(s), in accordance with Board Rules 5.2 through 5.6.
3. At any time a corporation has a change of control, the Board shall be notified in writing at least ten (10) days in advance of the change in corporate control.

B. Addition or Change of Partners

1. Prior to the addition or change of a partner(s), owner(s) must notify the Board, in writing, at least thirty (30) days in advance.
2. At any time the original applicant is no longer a partner in the school, an Application for Initial School Approval will be required, in accordance with Board Rules 5.2 through 5.6.

C. Change of Location

1. School owners who are relocating a school must submit an application for relocation on a form prescribed and provided by the Board. The approved application requires the submission of at least the following:
 - a. A floor plan of the proposed school, indicating room measurements, placing of equipment, partitions, entrances and exits, and plumbing.
 - b. Copies of brochures, catalogs, or any advertising materials in use or proposed to be used.
 - c. Certificate or letter indicating that the facility has met building or fire code requirements of local authorities.
 - d. Schedule of instructors, indicating full time/part time.

- e. Required fee.
2. Relocation of a School of Cosmetology, Esthetics, or Manicuring within a radius of 15 miles from the existing school may not require submission of:
- a. Copies of brochures, catalogs, or advertising materials, *unless* there have been substantial changes made.
 - b. Schedule of Instructors, *unless* there has been a change in those schedules from that which is on file at the Board.
3. Upon receipt and approval of Application for School Approval, the Board may conduct an Initial Inspection. The inspection will be performed by two or more agents of the Board, including one Board member, for purposes of determining:
- a. Suitability of:
 - (1) Proposed location;
 - (2) Proposed rooms, including adequacy of floor space, plumbing, lighting, and ventilation in accordance with the floor plan; and
 - (3) Proposed list of equipment.
 - b. Satisfactory evidence of proper provisions for duly licensed instructors and Manager/Supervisor.
 - c. The findings of this initial inspection will be submitted to the Board for its approval at its next regular or special called meeting, and the applicant will be notified in writing, of the decision of the Board, within 30 days.
 - d. If the Board determines that the applicant is knowledgeable regarding requirements for licensure and operating of a School of Cosmetology, Esthetics or Manicuring, the Board may waive the initial inspection if it so desires.
4. If application is found to be in order and the results of the initial inspection is approved, a final inspection will be made by two (2) agents of the Board, at least one of which will be a Board member.
- a. The final inspection will be conducted in order to determine that all requirements as indicated in the application have been strictly adhered to by the owner(s).

- b. School has met building or fire code requirements as evidenced by inspection report of local authorities.
 - c. If all requirements and qualifications are met, written approval will be issued within thirty (30) days. No School will be considered approved for licensure until same has been executed.
- 5. The Board reserves the right to deny school approval to any applicant who fails to meet the requirements for conducting a school and/or who fails to present satisfactory evidence of his or her business, professional integrity and experience.

D. Change of Business Name

A school must not change its business name without having first having filed a change of business name form and paid the processing fee. If a change of business name is made at the time of renewal, the processing fee will be waived. The processing fee is \$50.00. If a new owner is requesting a change in a business name, the owner must provide the buy/sell agreement.

E. Renovation

Before any major alteration or renovation of school is made, the plan of such alteration or renovation must first be submitted to the Board in writing and written approval must be received. The School must undergo initial and final inspection and approval in accordance Rule 5.2.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

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